

Inclusive Engagement Planning Worksheet

Issue and Who Is Affected:

1. What is the Issue being addressed?
2. Who is affected by the proposed activity/project/policy?
 - Are specific race and ethnic populations and specific groups affected? Describe how.
 - Does the issue affect people in a specific geographic area (either directly or indirectly)? Describe how.
3. Describe the goals and anticipated outcomes of your initiative (e.g., the specific issue being addressed)

Engagement Details:

4. How do you think inclusive engagement might advance the goals and outcomes identified above?
5. What are the objectives in involving the public in this process/project? (check all that apply)
 - To help define and understand the problem
 - To help find solutions to the problem
 - To develop innovative policy options
 - To build consensus on the issue and response
 - To ensure that the community feels heard in the policy-making process
 - To strengthen relationships between/amongst constituencies
 - To build relationships with specific racial/ethnic constituencies
6. What is being asked of the community? What level of engagement (on the spectrum) is anticipated and desired? Check below the level of anticipated public role:
 - Inform** (Educate the public about the rationale for the project or decision; how it fits with goals and policies; issues being considered; and where public input is needed)
 - Consult** (Gather information and ask for advice from citizens to better inform the work on the project)
 - Involve** (Work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered)

___ **Collaborate** (Create a partnership with the public/key stakeholders to share decision making with the project group in developing and implementing the planning process or project)

___ **Empower** (shared leadership and decision-making)

7. What roles do you see community members playing to achieve results on the issue being addressed? How are people who are affected by the decisions around this project/initiative involved in the decision-making?

Design of the Engagement Process:

8. How will the community provide input into the design of the engagement process for appropriate and inclusive strategies?
9. Who might be part of the leadership for design of the inclusive engagement process?
10. What is the timeline outline for completion of the inclusive engagement process?
11. What resources are required for inclusive engagement around this issue?